

Emilie Amundson
Secretary



Karen E. Timberlake
Secretary

State of Wisconsin

Tony Evers
Governor

DHS and DCF COUNTY AGENCY REPORTS
DUE TO REGIONAL OR CENTRAL OFFICE IN 2022

Item	Due Date	Agency	Report
1	Monthly	DHS	Supplier Diversity Report Link: Supplier Diversity Power Form Contact: DHSContractCompliance@dhs.wisconsin.gov
2	January 28	DCF	TSSF (Targeted Safety Support) Semi-Annual Program Report (Reporting period July 1, 2021 – December 31, 2021) Contact: DCFTSSF@wisconsin.gov
3	February 28 + Monthly	DCF	January 2022 TSSF (Monthly) Cost Report Note: This report is due in SPARC by the 28th of each month in 2022; follows SPARC report https://dcfsparc.wisconsin.gov/payment-schedule Contact: DCFTSSF@wisconsin.gov
4	March 1	DCF	Child Support Cooperative Agreements Contact: DCF Regional Child Support Coordinators
5	March 18	DHS	2021 Alzheimer's Family and Caregiver Support Program Annual Fiscal Report Contact: Lynn.Gall@dhs.wisconsin.gov
6	March 25	DHS	Final Human Services Programs Cost Report CY2021 Contact: DHSDLDESBFSCARS@dhs.wisconsin.gov tanyab.holcomb@dhs.wisconsin.gov
7	March 25	DHS	Final IM-RMS Direct Expense Report Contact: tanyab.holcomb@dhs.wisconsin.gov Email Report to: DHSDLDESBFSCARS@dhs.wisconsin.gov
8	March 31	DCF	2022 Child Care Fraud Plans Contact: Molly.Hones@wisconsin.gov
9	March 31	DCF	TSSF annual report for CY 2021 (reporting period January 1 – December 31, 2021) Contact: DCFTSSF@wisconsin.gov
10	March 31	DCF	2021 Promoting Safe and Stable Families (PSSF) Annual Report Contact: sarah.hanson1@wisconsin.gov
11	March 31	DCF	2021 Final Child Support Expense Report Submit Report Through SPARC Portal Contact: DCFFinanceGrants@wisconsin.gov

12	March 31	DCF	2021 Final County Expense Report for DCF Human Services Submit Report Through SPARC Portal Contact: DCFFinanceGrants@wisconsin.gov
13	March 31	DCF/DHS	Final 2021 DCF/DHS Shared Cost Report Submit Report Through SPARC Portal Contact: DCFFinanceGrants@wisconsin.gov
14	First week of April	DHS	Birth to 3 Program Reconciliation jacobs.jokisch@dhs.wisconsin.gov
15	April 29	DHS	F-20942 – Expense Report for Human Service Programs Contact: Michael.Christopherson@dhs.wisconsin.gov
16	April 29	DHS	F-22540 – Human Services Revenue Report Contact: Michael.Christopherson@dhs.wisconsin.gov
17	May 13	DHS	Mental Health Block Grant Plan & Report Contact: madeline.johnson@dhs.wisconsin.gov
18	May 13	DHS	Final SAP-SIS Submission https://www.dhs.wisconsin.gov/aoda/sapsis/index.htm Contact: Allison.Weber@dhs.wisconsin.gov
19	May 13	DHS	Substance Abuse Block Grant Report Contact: sarah.boulton@dhs.wisconsin.gov
20	May 13	DHS	F-01684 Community Mental Health Allocation Report Contact: madeline.johnson@dhs.wisconsin.gov
21	July 1	DCF/DHS	2023 Public Participation Planning Process per Wis. Stat. § 46.031(3) Contact: Regional DCF/DHS Area Administrators
22	July 29	DCF	Initial TSSF Program Report Reporting Period January 1, 2022 – June 30, 2022 Contact: DCFTSSF@wisconsin.gov
23	Spring	DHS	CY2020 cost reporting corrections (if any) for Wisconsin Medicaid Cost Reporting (WIMCR), Comprehensive Community Services (CCS), and Community Recovery Services (CRS). Note: Participation is only required if an agency needs to adjust its prior year cost report. Contact: WIMCR@pcgus.com
24	Spring/Summer	DHS	Cost reporting <u>begins</u> for CY2021 WIMCR, CCS, and CRS dates of service. Contact: WIMCR@pcgus.com
25	Summer/Fall	DHS	DHS processes revised CY2020 cost settlements for CCS and CRS. Contact: WIMCR@pcgus.com
26	December	DHS	DHS processes first-time CY2021 cost settlements for WIMCR, CCS, and CRS, and revised CY2020 cost settlements for WIMCR. Contact: WIMCR@pcgus.com
27	Fall	DHS	Birth to 3 Program Year End Data Certification Contact: SarahKate2.Johnson@dhs.wisconsin.gov
28	Fall	DHS	Audit Waiver Requests – Due prior to contract completion https://www.dhs.wisconsin.gov/forms/f0/f00945.docx Contact: Regional Area Administrator

29	End of August – exact date TBD	DCF	2022 TSSF Mid-year reports <u>for new agencies</u> (reporting period January 1 – June 30, 2022) Contact: DCFTSSF@wisconsin.gov
30	September 30	DCF	CY 2022 title IV-E Amendments (if any) to: Legal Services, Legal Representation and eWiSACWIS Costs Contact: DCFIV-EProgram@wisconsin.gov Foster Parent Training Contact: DCFDSPPGeneralFosterCare@wisconsin.gov
31	September 30	DCF/DHS	Annual Agency Single Audit Report Email to: DCFAuditors@wisconsin.gov (DCF) Email to: DHSAuditors@Wisconsin.gov (DHS)
32	September 30 or may be eliminated	DHS	Children’s COP Plan Contact: DHSCCOP@dhs.wisconsin.gov Susan.Larsen@dhs.wisconsin.gov
33	October 28	DCF	CY 2023 title IV-E Reimbursement Applications Legal Services, Legal Representation and eWiSACWIS Costs Contact: DCFIV-EProgram@wisconsin.gov Foster Parent Training Contact: DCFDSPPGeneralFosterCare@wisconsin.gov
34	October 28	DCF	2022 Child Care Annual Agency Summary (DCF-F-425E) Contact: BRO Child Care Regional Coordinator Carla.Sumner@wisconsin.gov
35	October 28	DHS	Birth to 3 Program October 1 Child Count Certification Contact: SarahKate2.Johnson@dhs.wisconsin.gov
36	October 28	DHS	Intoxicated Driver Program Supplemental Funds Request Contact: katie.behl@dhs.wisconsin.gov
37	November 30	DHS	2023 Alzheimer’s Family and Caregiver Support Program Annual Budget Contact: Lynn.Gall@dhs.wisconsin.gov
38	December 30	DHS	2023 Signed State County Grant Award Contracts for Social Services and Community Programs Contact: Regional Area Administrator

Please note that these dates are intended to be guidelines -- submission dates are subject to change.

Please send updates to DHSAreaAdmin@wisconsin.gov